



Alaska Air National Guard Announcement Number: AKANG 11-18

Position Title: Knowledge Operations Manager

AFSC: 3D071

Grade Req: MIN E-5 (Immediately Promotable to E6) MAX E-7 ** Assignment effective 26 MARCH 2011**

Unit/Duty Location: 176th Mission Support Group, Kulis ANGB, Anchorage, Alaska

OPENING DATE: 2 DECEMBER 2010

CLOSING DATE: 17 DECEMBER 2010

WHO MAY APPLY/AREAS OF CONSIDERATION: LOCAL (Alaska Air National Guard members)

AREA OF CONSIDERATION: Applications for this announcement (AKANG 11-18) that will be forwarded for consideration will consist of all Alaska National Guard personnel who 1) currently hold the advertised AFSC at the advertised skill level, and meet the grade requirement listed above or 2) AKANG AGRs who meet the minimum criteria for retraining (specifications listed below) and meet the grade requirement

SELECTING SUPERVISOR: Col Robert Doehl

Major duties may include:

- Perform data management
- Manage process of planning, coordinating, managing, sharing, and controlling organization's data assets
- Manage databases for the storage, modification, and retrieval of information to produce reports, answer queries, and record transactions
- Perform information management functions
- Conduct information analyses to determine proper flow and life-cycle management of information, regardless of medium
- Operate information systems to create, collect, process, disseminate, use, store, protect, and dispose of information
- Oversee organizations' compliance and management of AF Portal and collaboration tools
- Manage publications and forms development, design, control, storage, acquisition and dissemination
- Provide guidance to ensure publications and forms meet prescribed style, format, and legal and statutory requirements
- Focal point for Internet and e-mail management and use policies
- Create manual and electronic file plans
- Apply file cutoff procedures and disposes of and retrieves records
- Operate and manage records information management system and records staging areas
- Comply with Privacy Act (PA) and Freedom of Information Act (FOIA) procedures and provides assistance to ensure others comply
- Provide guidance and assistance on common, standard electronic communications applications and establishes policy, processes, and procedures for document management, collaboration, and workflow
- Receive visitors and telephone calls and exercises judgment in screening those which can be handled personally or be referred to other staff personnel or divisions
- Schedule appointments and makes arrangements for time, participants, and location of meetings in accordance with instructions
- Receive incoming correspondence, screens material prior to distribution, establishes controls, and follows up
- Review outgoing correspondence for proper format, conformance with general policy and procedural instructions, grammar, accuracy and inclusion of necessary attachments
- Arrange for travel, arranges visit schedules, notifies organizations and officials to be visited, makes reservations, and submits travel vouchers and reports
- Additional duties as assigned

Initial Eligibility Criteria:

**APTITUDE REQUIREMENT
ADMINISTRATIVE - 47**

**PHYSICAL PROFILE
PULHES - 333233**

**SECURITY CLEARANCE
Secret**

Desirables:

- | | | |
|---|--|---|
| ➤ Experience or knowledge of collaboration/web service applications and tools; architectures; records staging operations; and knowledge management capabilities | ➤ Experience performing or supervising functions such as knowledge management planning | ➤ Liaison/outreach between units and customers and information integration/presentation |
| ➤ Familiarity with AROWS, DTS, vPC-GR, DCPS-Timekeeping | | |

Applicants need to submit Current Records Review Rip (vMPF RIP)*

***See page 2 for All Required Documentation needed**

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	Applicant must be medically qualified IAW AFI 48-123. Induction physical must be conducted not more than 24 mos prior to entry on AGR duty
Applicants must meet the fitness assessment standards at the time they are placed into the AGR program	Enlisted applicant's military grade cannot exceed the maximum military grade authorized. Overgrade applicants must indicate in writing their willingness to be administratively reduced in rank if assigned to the position. Package will not be forwarded without statement	IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an enlisted member's ETS or an Officer's MSD
Applicants must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered on a case-by-case basis for exceptional circumstances. "	If a selectee does not possess the advertised AFSC, he/she must complete the required training/ assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee	Any further questions regarding the AGR program may be answered in ANGI 36-101

BRAC CLAUSE - As a result of the 2005 Defense Base Closure & Realignment Commission (BRAC), Kulis AGS AK is scheduled to relocate to Joint Base Elmendorf Richardson, AK NLT 2011 at which time Joint Base Elmendorf Richardson will replace Kulis AGS as the "duty" location. Since Joint Base Elmendorf Richardson is well within "commuting" distance of Kulis AGS (defined as 50 miles), employees will not be eligible for any relocation costs.

APPLICATION PROCEDURES: Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the **Alaska National Guard, Human Resources Office, HRO, Building 49000 Room D-209, Post Office Box 5800, Fort Richardson, AK 99505-5800.** Complete applications must be received in HRO-AGR office no later than 1600 or postmarked on or before the closing date. US government postage paid envelopes or government facsimile machines (FAX) may NOT be used in submitting applications. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. Applications received that are not signed will not be forwarded for consideration. Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for but the application package must include at least the NGB-34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness. Items 4-5 are requested *by the selecting supervisor*. If the requested documents are not submitted, you may include a letter of explanation.

1. NGB Form 34-1 (Application Form for Active Guard/Reserve (AGR) Position)
2. CURRENT Records Review RIP
3. CURRENT Fitness Assessment Results (from AFFMS)
4. CURRENT Worldwide Deployability statement (from clinic)
5. Resume

****SUBMIT NO STAPLES/NO BINDINGS****

**** Alaska Air National Guard - AGR's who do not possess advertised AFSC must sign a statement of agreement that they will retrain to the required AFSC upon accepting the position within 12 months.****

QUESTIONS:

The HRO Liaison- 176th Force Support Flight, MSgt Kelly Shewfelt, 907-249-1310 (DSN 317-626-1310)
To verify receipt of application, you may call 907-428-6242 (DSN 317-384-4242)

THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and MOS some positions may have gender restrictions.